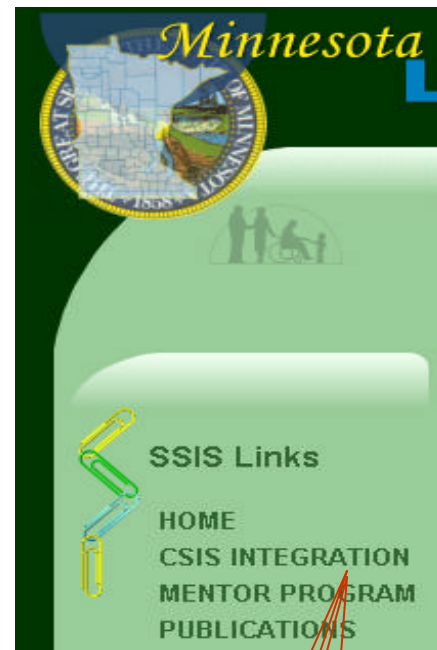## Integration Project has new page on CountyLink web site

All SSIS web content has moved to CountyLink, DHS's new county-specific web site that ensures security for data-sensitive information county users need to access. This move makes network and database documents more secure, introduces document search capability, and presents a consistent DHS web site appearance.

County users will receive individual passwords in the coming months. *None are required right now*. To access the site:

1. Go to: **http://countylink.dhs.state.mn.us**
2. Click on **Agree** to the Notice to Authorized Users.
3. Click on **Services** (center of screen).
4. Click on **SSIS** (right column on screen).

Users who go to the original site on DHS's public site will find a link to CountyLink. When the password protection is installed, users will need it to continue navigating beyond the public site into CountyLink.

HOME

CSIS INTEGRATION
  Payments Workgroup
  Claiming Workgroup
  Reporting Workgroup
  CSIS Integration Chronicle

County Exchange Functional Analysts join Project

Two county accounting staff have joined the project as part-time functional analysts. Sue Nelson, a fiscal supervisor from Carver County, will work approximately two days a week on payments, IV-E Report, and waiver claiming. Janet Nilsen is an accountant with St. Louis County who will work approximately one day a week on reporting and non-waiver claiming.

Sue and Janet bring diverse perspectives to the integration process. Sue has worked for 12 years at Carver County. She is an expert on CSIS and also uses IFS (Integrated Financial System). She is an SSIS mentor and county coordinator, bringing a broad knowledge of SSIS, too. Janet combines years of custom county experience with expertise in integrating with other systems. St. Louis is currently transitioning to CSIS. Janet's fresh experience with that process and her objective view of the current CSIS fiscal system will be very valuable to the project.

We are very excited to have Sue and Janet on board!
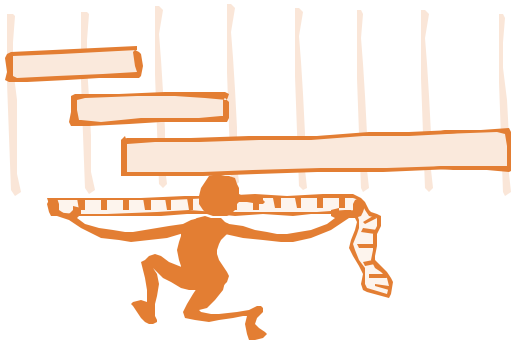
Design workgroups make steady progress

The three design workgroups – Payments, Claiming, and Reporting – have each met several times since late October. The workgroups named the future integrated CSIS module *SSIS Fiscal.*

The teams have:
- Refined lists of business processes for each area, and are adding more detail to process flows for each business process
- Developed a combined glossary of terms so that counties and state staff speak the same language
- Shared information about differences and similarities of work processes and flows in their counties
- Identified major issues for each area
- Brainstormed *Wish List* items that may or may not be included in the final design.

Completion of High Level Design

The next steps for each of the teams will be to finalize the high level business process flows and prioritize the needed (system requirements) and requested (*wish list* items) functions for the CSIS Integration system.

Detailed Design

Assuming Partnership approval, the Payments Design WG will begin working on detailed design. This stage:
- identifies step-by-step processes
- determines the data needed
- discusses/delineates the generic interface with county accounting systems and a specific interface with IFS
- evaluates interfaces with other DHS systems.

The Payment Design WG will also review the Service Agreement Focus Group design and make appropriate changes now that vouchers and payment requests will be produced in SSIS.

The plan is to complete detailed design for Payments first, then Claiming, followed by Reporting.

Combined Team Recommendation

Once each workgroup team finishes its high level designs, the three teams will meet together and review each other's products. This combined team meeting is planned for mid- to late-March.

Their recommendation for included functions and priorities will be submitted to SSIS management. After SSIS review, the recommendations will be presented to the SSIS Partnership's March or April meeting for discussion and approval.

Internal CSIS Integration Work

CSIS Integration Project staff prepare for design workgroup meetings, report meeting results, research options for interfaces and other technical implementation, and coordinate work with the rest of the SSIS project.

Current staff priorities include:
- Gathering information on claiming interface with MMIS and MN-ITS
- Interviewing report "owners"– CMHRS, SEAGR, CSR, TCM/FP CSR, IV-E – to determine if there are changes needed in the content or format of these reports in the foreseeable future
- Visiting some counties to learn their processes for payments, claiming and reporting
- Meeting with SSIS design and development staff to review options for architecture, sharing of data, and possible changes to SSIS Worker to better support accounting functions.

County volunteers staff design workgroups

We sincerely appreciate these county volunteers who will contribute to the design workgroups. This list is current as of January 21.

Payments, Service Agreement, etc.

Aitkin	Kathleen Ryan – Fiscal Supervisor
Anoka	Lisa Menth – IS
Brown	Ruth DeSaer – Accounting Technician
Carver	Sue Nelson – Fiscal Supervisor
Cook	Jan Parish – Fiscal Supervisor
CSS	Bill Sowada – Programmer
Dakota	Tom Edstrom – Accounting Manager
Kandiyohi	Sheila Ellingboe – Fiscal Supervisor
Olmsted	Ed Emerick – Assistant Controller
Ramsey	Sharon Bourne – Acct. Support Supervisor
Renville	Jan Rauenhorst – Account Technician
Scott	Riki Anderson – Account Tech 3
Sibley	Diane Boucher – Accounting Technician
St. Louis	Kris Boswinkel – Business Mgmt. Director
Stearns	Kate Trossen – Fiscal Supervisor
Tri Minn Systems	Herb Dingmann – Sr. Programmer/Analyst
Wabasha	Joe Schouweiler – Fiscal Supervisor 1
Washington	Sue Hoppe – Fiscal Staff
Wright	Larry DeMars – Fiscal Manager

DHS Staff participating in all WGs

Greg Doyle – SSIS Systems Analyst
Theresa Hill – SSIS Systems Analyst
Mary Klinghagen – CSIS Coordinator
Andres Nelson – SSIS Developer
Kate Stolpman – CSIS Integration
  Project Manager
Dave West – Accounting Officer,
  DHS Financial Mgmt.
Other staff will participate as needed.

Workgroups' Facilitator
Jennifer Trombley

Part-time Functional Analysts
Sue Nelson – Carver County
Janet Nilsen – St. Louis

Reporting

Aitkin	Kathleen Ryan – Fiscal Supervisor
Anoka	Meri Ann Turner – Fiscal Supervisor
Brown	Ruth DeSaer – Accounting Technician
Carver	Sue Nelson – Fiscal Supervisor
CSS	Darlene Polsean – Programmer
Dakota	Terry Erlandsen – Management Analyst 3
DHS	Doug Lerud – Supervisor, Children's, Research Evaluation and Planning
Grant	Deanna Holte – Fiscal Officer
Kandiyohi	Sheila Ellingboe – Fiscal Supervisor
Olmsted	Jackie Crowson – Program Eval. Assistant
Ramsey	Margy Philben – Accountant
Scott	Riki Anderson – Account Tech 3
St. Louis	Kris Boswinkel – Fiscal Supervisor
Washington	Melinda Kirk – Fiscal Supervisor

Claiming

Aitkin	Kathleen Ryan – Fiscal Supervisor
Anoka	Janell Heath – Principal Acctg. Clerk
Brown	Ruth DeSaer – Accounting Technician
Carver	Sue Nelson – Fiscal Supervisor
CSS	Jack Kinzer – Programmer
Dakota	Cindy Terhell – Accounting Technician
Olmsted	Ed Emerick – Assistant Controller
Ramsey	John Waldron – Management Analyst
St. Louis	Kris Boswinkel – Business Management Director
Scott	Riki Anderson – Account Tech 3
SSIS	Peggy Lane – SSIS Technical Support
Stearns	Chet Rorvig– Fiscal Supervisor
Wabasha	Joe Schouweiler – Fiscal Supervisor 1
Washington	Lynn Jones – Fiscal Staff

If you have comments on the design process or the workgroups' documents on the web site, please contact Kate Stolpman or one of the participants from your area.

E-mail: *kate.stolpman@state.mn.us*
Phone: 651-772-3789

Please contact Kate if you would like CSIS Integration staff to attend your regional meeting.